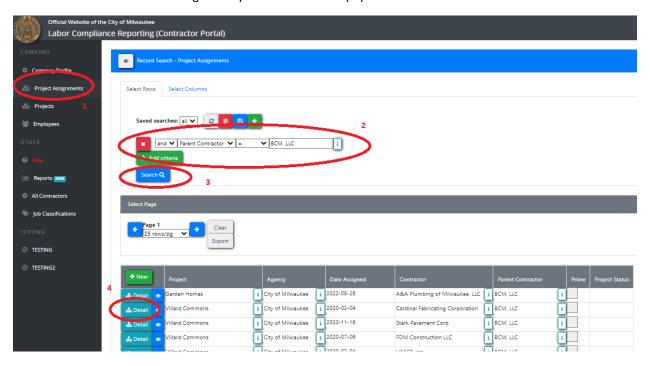
## How to view / edit / approve a payroll

- 1. Go to project assignments,
- 2. Add either the criteria "Parent Contractor" "=" (you) (if they are a direct sub) or "Project" "=" (project label) (if you are the prime, and they are not a direct sub)
- 3. Click "Search"
- 4. Click "Detail" on the assignment you want to look at payrolls for.



- 5. Go to the "Payrolls" tab of that,
- 6. Find the payroll you want to approve, and set the "Prime Approval Status" to "Approved"
- 7. Click the "Save" icon at the right of the row (in the "row header")
  - a. If the payroll doesn't pass all of the required validation rules (set by the agency), it will alert you of the failure, and will not save.
  - b. If it passes all required validation rules, it will save (shown by the row turning green), and you are done.



(See next page for who can view / edit / approve)

## Who can (contractor-)approve a payroll

- The contractor who submitted the payroll
- The "parent" contractor; the contractor who directly sub-contracted the contractor.
- The prime contractor

In all cases, the process is the same: you change the "Prime Approval Status" of the payroll record to "Approved" and hit the Save button. When this happen, it will check to make sure the payroll meets all the required validation rules set by the contracting agency.

- If it fails at least one required check, it will tell you, and it won't save. The row will turn red.
  - You can click the details of the payroll, and look at the detail of the individual lines ("Employee Weeks") to see which validation rules failed, and edit the payroll as needed.
- If it passes all checks, it will save, and the row will turn green, and you are done.